



Washington State Administrative Office of the Courts

ISD Transformation

ISD Monthly Status Report for the Judicial Information System Committee (JISC)

March 2012

(Report Period Ending February 29, 2012)



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Background

In 2008, the Judicial Information System Committee (JISC) directed the Administrative Office of the Courts (AOC) to modernize and integrate the Judicial Information System. For the 2009-2011 biennium, the Legislature approved funds to fulfill that direction. The budget proviso stipulated that a portion of those funds was for the development of a comprehensive Information Technology (IT) strategy and detailed business and operational plan. This strategy included the development of a fully operational Project Management Office (PMO), the implementation of IT Governance, the establishment of an Enterprise Architecture (EA) Program, the implementation of a Master Data Management (MDM) solution, and a focus on Data Exchanges.

To plan the modernize-and-integrate strategy, AOC contracted with two industry leaders, Ernst & Young and Sierra Systems. The firms performed analysis of the current business problems, the organization's capability and maturity to successfully implement the modernization and integration strategy, and planned a detailed IT strategy to guide the modernization over the next several years.

Upon the completion of an IT strategy and business plan, AOC's Information Services Division (ISD) began implementation of a multi-year operational plan with the launch of five transformation initiatives in September 2009: Project Management Office (PMO), IT Portfolio Management (ITPM), Enterprise Architecture Management (EAM), Information Technology Governance (ITG), and Organizational Change Management (OCM).

In addition to the transformation initiatives, AOC ISD continues to work on other approved priorities including data exchanges, e-ticketing stabilization, equipment replacement, disaster recovery and on-going maintenance and operations of legacy systems.

JIS Transformation & Project Plan Overview

February 2012

Original Roadmap per IT Strategy June 19 - 2009

Actual

Revised or Planned

STATUS KEY



= active/on track



= Changes w/ Moderate impact



= Significant rework/risk



= Not active



= Completed

JIS Transformation Initiatives	Status		CY10 Q1	CY10 Q2	CY10 Q3	CY10 Q4	CY11 Q1	CY11 Q2	CY11 Q3	CY11 Q4	CY12 Q1	CY12 Q2
2.0 Capability Improvement – Phase I												
2.4 Implement IT Portfolio Management	✓	Planned										
		Actual				✓						
3.0 Capability Improvement – Phase II												
3.4 Implement IT Service Management – change, configure, release	●	Planned										
		Actual										
4.0 Capability Improvement – Phase III												
4.2 Mature Application Development Capability	●	Planned										
		Actual										
7.0 Information Networking Hub (INH)												
7.6 Information Networking Hub (INH)	▲	Planned										
		Actual										
Ongoing Activities												
12.2 Natural to COBOL Conversion	▲	Planned										
		Actual										
12.3 Superior Court Data Exchange	◆	Planned										
		Actual										
BizTalk Upgrade	◆	Planned										
		Actual										
DB2 Upgrade	▲	Planned										
		Actual										
Vehicle Related Violations (VRV)	◆	Planned										
		Actual										
CA Clarity Implementation	▲	Planned										
		Actual										
Superior Court CMS (SC-CMS)												
SC-CMS RFP	▲	Planned										
		Actual										
COTS Preparation	◆	Planned										
		Actual										
Court Business Office	●	Planned										
		Actual										
ITG Projects												
ITG #045 Appellate Court Electronic Document Management System (EDMS)	◆	Planned										
		Actual										
ITG #028 CLJ Parking Module Modernization	◆	Planned										
		Actual										
ITG #081 Adult Risk Assessment STRONG 2 Implementation (ARA)	●	Planned										
		Actual										
ITG #009 Accounting in the Data Warehouse	●	Planned										
		Actual										

Summary of Activities

Major Changes Since Last Report

This section provides a quick summary of initiatives or projects that have had major changes during the reporting period and includes operational areas or staffing changes that impact the work, timeline, or budget.

Initiatives & Major Projects Underway

- Superior Court Case Management System RFP (SC-CMS) (ITG #002)
- Superior Court Data Exchange (SCDX) (ITG #121)
- Adult Risk Assessment Implement Strong 2 Tool (ITG #081)
- Appellate Courts Electronic Document Management System (ITG #045)
- Add Accounting Data to the Data Warehouse (ITG #009)
- Comments Line on Bench Warrants (ITG #037)*
- Enhance JIS to allow bench warrants to print on plain paper (ITG #058)*
- CLJ Parking Module Modernization (ITG #028)
- ISD Transformation Track
- CA Clarity Implementation
- Natural to Cobol Conversion
- DB2 Upgrade
- Remove CLJ Archiving and Purge Certain Records (ITG #041)
- BizTalk Upgrade
- COTS Preparation Track
- Information Networking Hub Track

**ITG Requests #037 and #058 have been delayed and are pending rescheduling.*

Initiatives or Projects Started

- Add JIS Case Condition Codes (ITG #130)
- Reinstate Code GRDHRG (ITG #134)

Initiatives or Projects Completed

There were no projects completed during February, 2012.

Initiative or Project Status Changes

- Appellate Court Electronic Document Management System (ITG #045): Status changed from yellow to red.
- Superior Court Case Management System (ITG #002): Status changed from green to yellow.

Staffing Changes in ISD

ISD welcomes the following new staff:

1. Jian Shen – Data Exchange Programmer
2. Peter Ellis – uniPaaS Programmer
3. Darcy Dotson – Data Exchange Developer
4. Marcia Marsh – Data Quality Coordinator
5. Bruce Scougale – Solution Architect

Team Recognitions

- February 9, 2012 – Mike Keeling, Operations Manager, congratulated the **DB2 Database Version 10 Upgrade Team** for a successful implementation after a couple of prior failed attempts. Project Team members were **Sree Sundaram, Dan Belles, Mike Keeling, Mike Sebastian, Maria Bartz, Glen Baugh, Becky Grauman, Lynn Johnson, Jay Kovuri, Ronee Parsons, Ravi Somasundaram, Dale Soost, Les Williams, Paramjeet Basi, John Crutcher, Kim Rader, Ray Yost, Virginia Neal, Beth McGrath, Ferd Ang, Dennis Longnecker, Wayne Campbell, John O’Conner, Norm Hjelm, Kevin Neubert, Pam Stephens, and Robin Trail**. Mike states:

“This particular upgrade proved to be a difficult one. We appreciate your team’s perseverance resolving this difficult technical problem and working with the IBM technical experts to eventually reach a successful outcome. We especially want to thank the Infrastructure and Operations staff who came in early to ensure the success of this upgrade.”

In addition, we received the following e-mail from Linda Hagert, one of our court customers:

“I just wanted to let you know that the upgrade process seemed to have gone fabulously this morning. I came into the office at 7:00 a.m. and my staff were all SMILES. First thing they said was “yea, were up and going”. That was so nice to hear. I really appreciate whatever you did to get this done super early in the morning so as not to impede the court’s processes in the morning. Again Thanks so much.”

- February 21, 2012 – Congratulations to the **Accounting in the Data Warehouse** team, including **Charlene Allen, Tracy Wheeler, Yun Bauer, AJ Yates, and Jon Bell**. This team released the second project increment on February 21, 2012. The new report will be used by the Courts of Limited Jurisdiction.
- February 29, 2012 – Congratulations to the **BizTalk 2010 Server Upgrade** team, including **Carol Fuchser-Burns, John Howe, Dan Gideon, Ray Yost, Tom Schuettke, Adam Peterson, Tim Anderson, Heidi Chu, Sriram Jayarama, Dennis Longnecker, Elia Zeller, John Crutcher, and Bill Burke**. The BizTalk 2010 server upgrade was successfully deployed to Production. Special acknowledgement was given to **Dan Gideon and Sriram Jayarama** by Project Manager Mike Walsh for leading the team through the rollout plan execution. CIO Vonnie Diseth adds:
“Wahoo!!!! Congratulations to mike, Dan, and Sriram and everyone else involved in making this a success! I truly appreciate all the work that is involved in doing these upgrades. Nice job.”

Individual Recognitions

- February 21, 2012 – **Ray Jacoby** received kudos from Nandita Adhia, ISD System Integrator.
“I wanted to let you know that Ray has just been a wonderful person and has provided excellent support whenever I’ve needed it. He goes above and beyond to help us out when needed and he is super prompt, too. It is always a pleasure to work with him!! And I know other people have also had the same wonderful experience with him!”

CIO Vonnie Diseth adds:

“Ray – I want to add my personal thanks as well. You are always so pleasant to approach and work with, which is critical to working in Desktop Services. You help make this a great place to work. I consider you to be a wonderful asset to ISD and I very much appreciate the work that you do. Good work doesn’t go unnoticed!”

- February 22, 2012 – **Dan Belles** received the following recognition from Heather Williams, ISD Business Liaison.
“I wanted to let you know that the presentation that Dan Belles gave this morning on INH at the DMSC meeting was stellar. It was the best presentation I’ve seen yet on INH (and I’ve seen a bunch by many different people). He didn’t get mired in the technical and most importantly he was able to connect all

the pieces successfully spot on for our customers. He did a stellar job and I would encourage him to continue his communications and presentations about INH in this way.”

- February 29, 2012 – **Mike Walsh** received the following recognition from Vonnie Diseth, CIO.
“You were asked to jump in and drive BizTalk to completion, and you did it very similarly to how you drove the Clarity project. You were asked to jump into the Parking Module Modernization project, and you have responded in the same way. You were asked to jump into COTS-Prep and you did. Your assignment has morphed into the CBO and you have responded in the same way. You have provided a ton of value to VRV and you are leading that to its transition soon. I greatly appreciate your flexibility and drive to “Get R Done” in spite of your rapidly changing assignments. Your projects have a common characteristic in that they are leading ISD down new paths that are fraught with new questions and gray areas. It takes a great deal of perseverance to tolerate and work through this ambiguity and bring projects to conclusion. Thank you again.”
- February 29, 2012 – **Jim Peck** received the following acknowledgement from Yakima District Court Site Coordinator Debbie Badgley.
“Your network guys that answer the phones before you arrive are fabulous! I think I spoke with Jim this morning. They went above and beyond to help me this morning. I just thought you should know. Thanks!”

CIO Vonnie Diseth added her own appreciation to **Jim Peck** and to **Kirby Tingle**, who ensured that Vonnie was informed of the customer’s acknowledgement.

“Kirby---Excellent! Thanks for keeping me informed.”

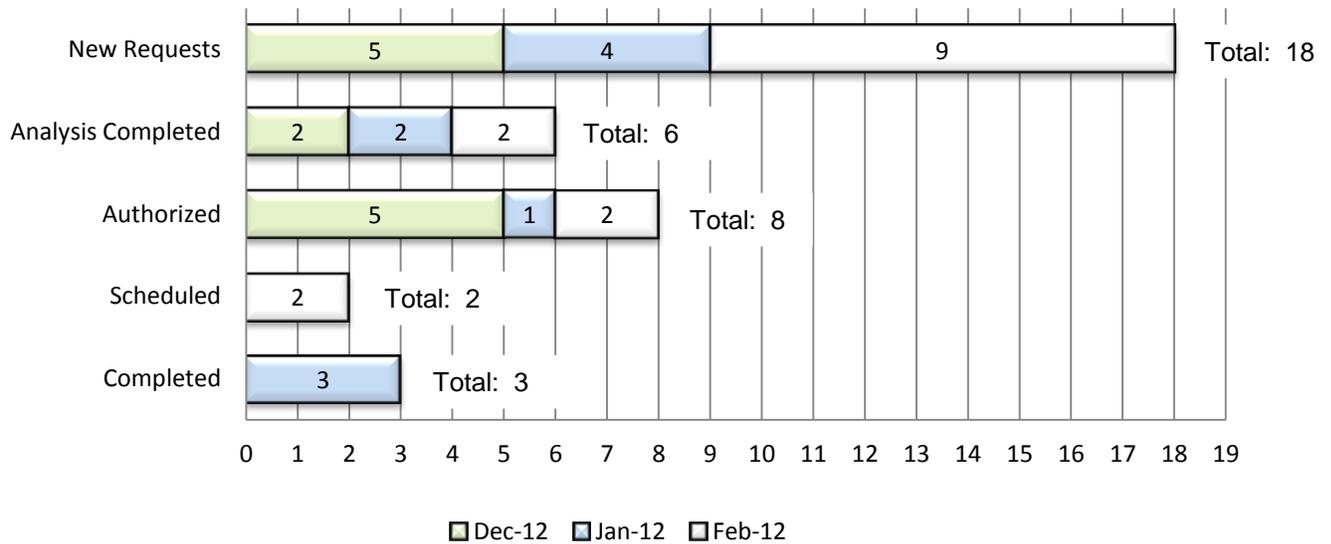
“Jim---Nice work! Thanks for being so responsive and keeping our customers happy! The work you do really makes a difference. You make us look good. Good job---Thank you very much!”

Completed JIS IT Requests in February 2012

There were no IT Requests completed during the month of February, 2012.

Status Charts

Requests Completing Key Milestones



Current Active Requests by:

Endorsing Group			
Supreme Court	0	Data Management Steering Committee	2
Court of Appeals Executive Committee	1	Data Dissemination Committee	0
Superior Court Judges Association	4	Codes Committee	2
Washington State Association of County Clerks	7	Administrative Office of the Courts	18
District and Municipal Court Judges Association	6	Washington State Association of Juvenile Court Administrators	1
District and Municipal Court Management Association	28		

Court Level User Group	
Appellate Court	1
Superior Court	8
Courts of Limited Jurisdiction	20
Multi Court Level	12
Non-JIS	7

Scheduled ITG Request Overview

	February	March	April	May	June	July
Data Warehouse	009 – Add Accounting Data to the Data Warehouse					
JIS	041 – Remove CLJ Archiving and Purge Certain Records					
	058 – Print Warrants on Plain Paper*					
	037 – Add Warrants Comment Line*					
Other Systems	081 – Adult Risk Assessment					
	121 – Superior Court Data Exchange					
Requirements & RFPs	045 – Appellate EDMS Requirements, RFP, and Future Phases					
	002 – SC CMS Requirements, RFP, and Future Phases					
Feasibility Studies	028 – CLJ Parking Module Modernization					
Mandates & Codes	ITG 130 & 134 – JIS Codes/SCOMIS Code					

*ITG Requests 058 and 037 have been delayed and are pending rescheduling. The dates shown here are estimates.

Schedule Status Based on Current Project Baseline



Transformation Initiative Summary

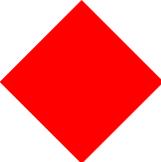
Transformation Program	
Activities	Impact/Value
✓ The Core team approved high-level requirements for the integration of the Release and Change Management processes within Rational. Use cases are being developed.	Defines the roles and responsibilities, workflow, approval gates, and triggers for subsequent events.
✓ Planning was completed for presenting the Decision Process Framework site to the ISD Leadership team.	Increases consistency and transparency of ISD Leadership Team decisions.
✓ Initiated development of the scope for the Enterprise Security Management Initiative.	Provides the context within which to define the initiative.
COTS Preparation Program	
Activities	Impact/Value
✓ Evaluated all mini-charters and the initial draft of the COTS Prep Program charter	Determines the objectives and clearly defines each project.
✓ Determined and documented executive sponsorship expectations for COTS-Prep	Assures that each project completion metric aligns with the executive sponsorship expectations.
Information Networking Hub Program (INH)	
Activities	Impact/Value
✓ Presented the INH Program overview to the Data Management Steering Committee.	Provides information, status, and visibility to the INH program and builds support from the INH stakeholder community.
✓ Completed contract negotiations and development of the Statement of Work (SOW). Signed a contract with Joel Byford of Soos Creek Consulting.	Provides an external technical data exchange consultant with experience and skills to guide AOC technical staff through the design and implementation of INH data exchanges.
✓ Contracted with a Microsoft representative to schedule training for AOC technical staff on Master Data Management with the MDS Tool.	Provides the expertise to assist the AOC in developing Master Data Management processes and templates using the Master Data Service tool in support of the INH Enterprise Data Repository.
Natural to Cobol Conversion	
Activities	Impact/Value
✓ Migrated code to S2	Preparation step necessary in order to begin testing.
Court Business Office (CBO)	
Activities	Impact/Value
✓ Continued development of the Court Business Office project organization charter.	Defines how AOC will organize itself to take advantage of opportunities for common statewide configurations that are a result of bringing the Superior Court Case Management System online.
DB2 Upgrade	
Activities	Impact/Value
✓ Confirmed with the Infrastructure team the date on which new features of V10 can be enabled.	Enables new features of V10 to be available for use.
BizTalk Upgrade	
Activities	Impact/Value
✓ Successfully deployed the BizTalk 2010 server on 2/29/2012.	Clears the data exchange path which improves process time for eTickets.
Vehicle Related Violations (VRV)	
Activities	Impact/Value

✓ Held Tier 2 kickoff meeting.	Engages Tacoma, Fife, and Lynnwood on the on-boarding process.
✓ Tier 1 Issaquah went live	Issaquah completed the on-boarding process.
CA Clarity Implementation	
Activities	Impact/Value
✓ The BWSR has been deployed to production. User acceptance testing was completed 2/16/2012 and the report was deployed to production on 2/20/2012.	Ensures that Clarity's functionality encompasses all necessary scenarios.

ITG #121 Superior Court Data Exchange	
Activities	Impact/Value
<ul style="list-style-type: none"> ✓ The AOC completed testing of the build and deployment process for SCDX Increment 1. 	This validates that the build and deployment documents are accurate.
ITG #002 Superior Court Case Management RFP	
Activities	Impact/Value
<ul style="list-style-type: none"> ✓ Presented Project Charter to the Project oversight and Coordination Committee 	Provides overall project overview and Phase 1-specific information.
<ul style="list-style-type: none"> ✓ Awarded the QAP to Bluecrane. 	Provides quality assurance for the overall SC-CMS Project.
<ul style="list-style-type: none"> ✓ Responded to stakeholder feedback on the Technical Requirements Document. 	Necessary as input to the Request For Proposal (RFP).
<ul style="list-style-type: none"> ✓ 80% complete with the evaluation team structure questions for the Acquisition Plan. 	Necessary for MTG to finalize the Acquisition Plan.
ITG #028 CLJ Parking Module Modernization	
Activities	Impact/Value
<ul style="list-style-type: none"> ✓ Added Solutions Architect review information into final cost analysis for feasibility study draft. 	In preparation for presenting the Feasibility Document to the ITG028 Advisory Board.
ITG #045 Appellate Electronic Document Management System (EDMS)	
Activities	Impact/Value
<ul style="list-style-type: none"> ✓ Worked with the Appellate Court stakeholders to define the EDMS Automated Workflow (AWF) requirements. 	Defines how the Appellate Courts will manage and control their Court case documents.
<ul style="list-style-type: none"> ✓ Identified the deliverables and activities that need to be completed prior to RFP release. Project resource projections were provided to ISD Leadership based upon this project plan. 	Identifies the level of resource commitments that are required to complete the project.
ITG #081 Adult Risk Assessment Implement STRONG 2 Tool	
Activities	Impact/Value
<ul style="list-style-type: none"> ✓ Dr. Barnoski completed the association of STRONG Severity Codes with RCWs. 	Matching STRONG Severity Codes to JIS criminal codes is necessary to automate the risk assessment.
<ul style="list-style-type: none"> ✓ Completed demonstration of initial prototype of ASRA System in Clark, Spokane, and Thurston counties. 	Creates the assessment application that will be used by local jurisdictions.
<ul style="list-style-type: none"> ✓ Resumed Quality Control test script development. 	Validates that the system is working as designed.
ITG #009 Accounting in the Data Warehouse	
Activities	Impact/Value
<ul style="list-style-type: none"> ✓ Released "Cases with Finding Date and A/Rs in Potential Status" on February 21, 2012. 	Provides new accounting report for Courts of Limited Jurisdiction

Detailed Status Reports

Status Update Key

	Green = Progressing as planned.
	Yellow = Changes with moderate impact.
	Red = Severe changes or significant re-work is necessary.

Transformation Initiative Status Reports

Transformation Initiative Reports

Transformation Program Track								
Reporting Period thru February 29, 2012								
Executive Sponsor(s) Vonnie Diseth, CIO/ISD Director			IT Project Manager: Martin Kravik					
Business Area Manager: William Cogswell, ISD Associate Director			Consultant/Contracting Firm: N/A					
Description: The ISD Transformation Program places the remaining Transformation Initiatives under a single umbrella. The goals of this approach are to expedite the completion of the Initiatives by reducing redundant administrative overhead, ensure better cohesiveness between Initiatives, and provide a more rational and consistent implementation of the Initiatives.								
Business Benefit: <ul style="list-style-type: none"> Prepare ISD processes to support the implementation of Superior Court Case Management System and other COTS Ensure use of consistent and integrated processes across ISD functional areas to enable the efficient delivery of services. Implement a governance organization and decision making processes to maximize investments and utilization of resources. 								
Business Drivers	Improve Decision Making	X	Improve Information Access	<input type="checkbox"/>	Improve Service or efficiency	X	Manage Risks	X
	Maintain the business	X	Manage the costs	X	Increase organizational capability	X	Regulatory compliance or mandate	<input type="checkbox"/>
JISC Approved Budget		Allocated through February 29, 2012			Actual through February 29, 2012			
		\$			\$			
Current Status	Scope	<input checked="" type="checkbox"/>	Schedule	<input checked="" type="checkbox"/>	Budget	<input checked="" type="checkbox"/>		
Status Notes:								
Progress	February - 5% <div style="display: flex; align-items: center;"> <div style="width: 5%; height: 10px; background-color: blue; margin-right: 5px;"></div> <div style="flex-grow: 1; border: 1px solid gray; background-color: #ccc; position: relative;"> <div style="position: absolute; left: -5px; top: -5px; width: 5px; height: 5px; background-color: red;"></div> </div> 100% </div>							
Phase	<input type="checkbox"/> Initiate	<input checked="" type="checkbox"/> Planning	<input checked="" type="checkbox"/> Execute	<input type="checkbox"/> Close				
Schedule	Planned Start Date: July 2011			Planned Completion Date: Sept 2012				
	Actual Start Date: July 2011			Actual Completion: TBD				
Activities Completed				Impact/Value				
✓ System integrator developed draft high-level requirements for the integration of the Release, Change, and Configuration Management processes within Rational. These were reviewed and approved by the Core Team on 2/10/12.				Provides detail in terms of roles and responsibilities, workflow through the various processes, approval gates, and triggers for subsequent events.				
✓ System integrator is further elaborating on the high level requirements through the development of use cases.				Provides further detail in terms of roles and responsibilities, workflow through the various processes, approval gates, and triggers for subsequent events.				
✓ Completed planning for presenting the Decision Process Framework site to the ISD Leadership Team.				Documents issues, related decisions and the communication of decisions to ISD. Increases consistency of decisions.				
✓ Completed iteration 3 of 3 of the Decision Process				SharePoint is a collaboration tool containing templates and				

Framework SharePoint site.	functions that will enable ISD to easily implement and maintain this process.
✓ Continued development work on the Vendor Management initiative schedule.	Provides the vehicle with which to track progress and staff time, which increases ISD's transparency.
Activities Planned	
Impact/Value	
◦ Begin development of Release, Change, and Configuration Management project schedule.	Provides the vehicle with which to track progress and staff time, which increases ISD's transparency.
◦ Continue to define the scope for the Enterprise Security Management initiative.	Implementing Enterprise Security Management increases the maturity of the ISD organization in alignment with JISC expectations. The outcome of the scope discussion provides the context within which to define the initiative.
◦ Present the Decision Process Framework to the ISD Leadership Team – scheduled for March 5, 2012.	Ensures users' acceptance and buy-in.

COTS Preparation Program Track

Reporting Period thru February 29, 2012

Executive Sponsor(s) Vonnie Diseth, CIO/ISD Director	IT Project Manager: Ron Kappes
Business Area Manager(s): Dennis Longnecker, Infrastructure Manager Jennifer Creighton, Data & Development Manager Michael Keeling, Operations Manager William Cogswell, Associate ISD Director Dirk Marler, JSD Director	Consultant/Contracting Firm: N/A

Description:
The COTS Preparation (COTS-P) Program objective is to prepare the AOC JIS environment to support the future transition to a COTS based suite of applications. The Superior Court Case Management System (SC-CMS) Project is expected to be the first COTS based application to be implemented within the AOC JIS. As the first COTS application, the SC-CMS implementation will validate many of the preparation assumptions for supporting future COTS product implementations.

The implementation of the COTS-P Program has been organized into three (3) specific programs categories of sub-project to facilitate effective and efficient planning, management and reporting. The programs are organized as:

- COTS-P Infrastructure Program (Network, Compute and Storage) of six (6) related sub-projects
- COTS-P Application Program (Data Warehouse and Applications) of six (6) related sub-projects
- COTS-P Business Program (Business and Organizational Processes) of one (1) related sub-projects

Note: The Courts Business Office (CBO) projects, which was originally grouped with the COTS-P, was removed and is now a stand-alone project outside of COTS-P.

Business Benefit:
The COTS-P Program outcome will provide at the project level, the appropriate analysis, design, documentation, acquisitions and implementation of technology and processes within the JIS environment to support the future strategic plan to transition from in-house application development to COTS based products.

The COTS-P program will validate the current and future state of the Infrastructure, Application and Business environments necessary to:

- Position AOC to support future COTS based application implementations
- Directly support the SC-CMS and INH project implementations
- Assure no planning, acquisition and/or implementation duplicity or gaps occur across related projects and initiatives.

Business Drivers	Improve Decision Making <input type="checkbox"/>	Improve Information Access <input checked="" type="checkbox"/>	Improve Service or efficiency <input type="checkbox"/>	Manage Risks <input checked="" type="checkbox"/>
	Maintain the business <input type="checkbox"/>	Manage the costs <input type="checkbox"/>	Increase organizational capability <input checked="" type="checkbox"/>	Regulatory compliance or mandate <input type="checkbox"/>

JISC Approved Budget	Allocated through February 29, 2012	Allocated through February 29, 2012
	\$	\$

Current Status	Scope		Schedule		Budget	
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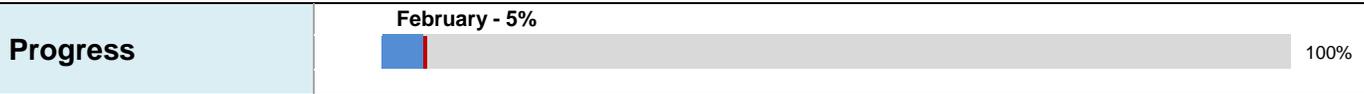
Status Notes: The Infrastructure Program charter 1st draft has been distributed with a requested input response date of 3/1/12. The objective is to hold the signing meeting on 3/8 or 3/9.

The Application Program charter effort has been put on temporarily hold until the INH Integration consultant's design recommendation related to SCDX can be internally vetted. If accepted, it may not require some or all of the Application Program sub-projects to be implemented. The expected delay is 2-3 weeks.

The INH-JIS Linkage effort has been formalized as a projects and will be assigned to the COTS-P Application Program for implementation.

The SC-CMS Organizational Change Strategy Project has been formally closed as a project. IT was determined this efforts will be

a WBS component, where required, in future ISD projects.



Phase	<input checked="" type="checkbox"/> Initiate	<input type="checkbox"/> Planning	<input type="checkbox"/> Execute	<input type="checkbox"/> Close
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Schedule	Planned Start Date: 12/19/11	Planned Completion Date: 11/30/13
	Actual Start Date: 12/19/11	Actual Completion: TBD

Activities Completed		Impact/Value
✓	Evaluated all mini-charters and the initial draft COTS Prep charter	Required to determine the objective and deliverable gaps and to clearly define each project.
✓	Determined and documented executive sponsorship expectations for COTS-Prep	Required to assure that each project completion metric aligns with executive sponsorship expectations.
Activities Planned		Impact/Value
○	Develop and obtain approval of a program based structure to organize all COTS-P sub-projects.	Provides the authoritative planning guideline for the development of each project charter and identifies project inter-dependency.
○	Complete the Infrastructure Program Charter – (99%) development and approval of program charter supporting six sub-projects.	Defines project objectives, deliverables, completion metrics, and budget/schedule estimates required to move from the Initiation Phase to the Planning Phase.
○	Continue development of the Application Program Charter – (25%) and approval of program charter supporting six sub-projects.	Defines project objectives, deliverables, completion metrics, and budget/schedule estimates required to move from the Initiation Phase to the Planning Phase.

Information Networking Hub (INH) Program Track

Reporting Period thru February 29, 2012

Executive Sponsor(s) Vonnie Diseth, CIO/ISD Director	IT Project Manager: Dan Belles
Business Area Manager: Jennifer Creighton, Data & Development Manager	Consultant/Contracting Firm: N/A

Description:
The Information Networking Hub (INH) has been initiated as one of three separate Project/Program tracks. While the INH is being built to support the implementation of a Superior Court Case Management System (SC-CMS), it is also building a foundation for data exchanges with other COTS packages and local court systems.

The INH is the required future state architecture needed to support information exchanges between the JIS central database (new and existing) and local systems. This Project involves a core team of resources with the experience and knowledge of AOC systems, “as is” and the “to be” future state to support the building a robust enterprise architecture capable of exchanging messages from disparate systems with one common messaging standard.

The first phases of the INH project begin with the development of the Foundation components and Pilot Deployment of two services. Initially, the components of the INH will be developed in a sequencing priority based on the needs of the SC-CMS integration, but will continue to build on meeting the needs for other COTS applications and local systems in the future.

Business Benefit:

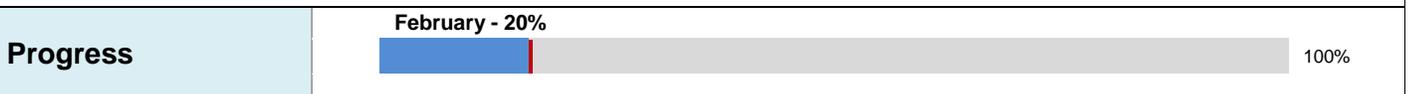
- Seamless integration of current and future as well as centralized and local applications that provides better customer experience
- Near real-time information exchanges through “publish-subscribe” mechanisms that facilitates the sharing of data and dramatically reduces duplicate data entry
- Modern architecture that aligns with latest technology trends to provide flexibility and the ability to deliver new customer requests in a timely manner
- A centrally managed data repository governed by data standards and quality
- A centralized security framework that can meet the needs for ensuring data is secure
- Enhanced customer interfaces to improve productivity, advance decision-making capabilities and aid in access to justice

Business Drivers	Improve Decision Making	X	Improve Information Access	X	Improve Service or efficiency	X	Manage Risks	X
	Maintain the business	X	Manage the costs	X	Increase organizational capability	X	Regulatory compliance or mandate	X

JISC Approved Budget	Allocated through February 29, 2012	Allocated through February 29, 2012
	\$	\$

Current Status	Scope	▲	Schedule	▲	Budget	●
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Status Notes:



Phase	<input checked="" type="checkbox"/> Initiate	<input checked="" type="checkbox"/> Planning	<input type="checkbox"/> Execute	<input type="checkbox"/> Close
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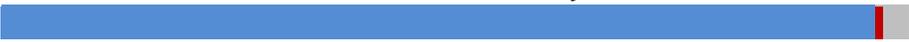
Schedule	Planned Start Date: July 2011	Planned Completion Date: June 2012
	Actual Start Date: July 2011	Actual Completion: TBD

Activities Completed	Impact/Value
✓ Presented the INH Program overview to the Data	Provides information, status, and visibility to the INH program

Management Steering Committee.	and builds support from the INH stakeholder community.
✓ The INH Enterprise Data Repository team identified the scope and tasks required to build a central data repository.	Provides a central INH database to store statewide shared data in a standard format. The data will be made accessible to courts through data exchanges.
✓ Completed contract negotiations and development of the Statement of Work (SOW). Signed a contract with Joel Byford of Soos Creek Consulting.	Provides an external technical data exchange consultant with experience and skills to guide AOC technical staff through the design and implementation of INH data exchanges.
✓ Contracted with a Microsoft representative to schedule training for AOC technical staff on Master Data Management with the MDS Tool.	Provides the expertise to assist the AOC in developing Master Data Management processes and templates using the Master Data Service tool in support of the INH Enterprise Data Repository.
Activities Planned	Impact/Value
○ Obtain Charter Approvals.	Provides authority and direction for the project, approval for the budget, scope, schedule, and resources. Provides guidance to manage issues, risks, and project constraints.
○ Continue work to identify a local court to participate as a Pilot Site for INH.	Provides a viable pilot site to prototype the first two INH services in production by partnering with a local court user to learn and improve on service delivery.
○ Draft INH Technical Lead Plan.	Provides detailed technical guidance on development and implementation strategy for INH foundation components and data exchange services based on real world experience and industry practices.
○ Continue work on Enterprise Data Repository and Service Development Framework projects	Provides INH foundation components to support Pilot Services and future data exchange development in subsequent phases of INH
○ Schedule MDM/MDS training for AOC technical staff by Microsoft	Provides training and tools to develop Master Data Management processes and templates using the Master Data Service tool in support of the INH Enterprise Data Repository

Natural to COBOL Conversion								
					Reporting Period thru February 29, 2012			
Executive Sponsor(s) Vonnie Diseth, CIO/ISD Director			IT Project Manager: Dan Belles					
Business Area Manager: Jennifer Creighton, Data & Development Manager			Consultant/Contracting Firm: Most Technologies					
Description: To convert the AOC's mainframe applications using the Natural programming language to COBOL.								
Business Benefit: The Natural to COBOL conversion provides a number of benefits to the AOC including significant cost savings from reduced licensee fees and the creation of a 3-tier architecture that reduces costs for maintenance and enhancements to code source. It also provides increased system performance and aligns with future state enterprise architectural standards. Finally, it simplifies maintenance coverage, infrastructure support and ISPW (Change Management Application) upgrades.								
Business Drivers	Improve Decision Making	<input type="checkbox"/>	Improve Information Access	<input type="checkbox"/>	Improve Service or efficiency	X	Manage Risks	<input type="checkbox"/>
	Maintain the business	<input type="checkbox"/>	Manage the costs	X	Increase organizational capability	X	Regulatory compliance or mandate	<input type="checkbox"/>
JISC Approved Budget		Allocated through February 29, 2012			Allocated through February 29, 2012			
		\$			\$			
Current Status	Scope	<input checked="" type="checkbox"/>	Schedule	<input checked="" type="checkbox"/>	Budget	<input checked="" type="checkbox"/>		
Status Notes: Smoke testing is being performed on Code Drop #1.								
Progress	February - 55% <div style="width: 55%; height: 15px; background-color: blue; margin-top: 5px;"></div> <div style="width: 100%; height: 15px; background-color: gray; margin-top: 5px;"></div> 100%							
Phase	<input type="checkbox"/> Initiate	<input type="checkbox"/> Planning	X	Execute	<input type="checkbox"/> Close			
Schedule	Planned Start Date: April 2011			Planned Completion Date: July 2012				
	Actual Start Date: April 2011			Actual Completion				
Activities Completed				Impact/Value				
✓ Migrated code to S2.				Preparation step necessary to begin testing.				
✓ Signed initial Partial Payment invoice for Code Drop #1.				Satisfies contract requirement.				
✓ Signed BenchMark ISPW configuration work invoice.				Satisfies contract requirement.				
Activities Planned				Impact/Value				
○ Resolve VRV calling sequence and Parallel Pilot concerns.				Ensure that all functionality works in Go Live and enable AOC to pilot individual courts.				
○ The vendor will continue work on defect correction and AOC will continue to test.				Ensures that functionality works as expected.				

Court Business Office (CBO)								
Reporting Period thru February 29, 2012								
Executive Sponsor(s) Jeff Hall, State Court Administrator Vonnie Diseth, CIO / ISD Director Dirk Marler, JSD Director				IT Project Manager: Michael Walsh				
Business Area Manager: N/A				Consultant/Contracting Firm: N/A				
Description: The AOC Court Business Operations Center Project is an internal initiative chartered to organize, start up, and support AOC's transition to a modern Superior Court case management solution.								
Business Benefit: Take advantage of opportunities for common statewide configurations that are a result of bringing the Superior Court Case Management System (SC-CMS) online.								
Business Drivers	Improve Decision Making	X	Improve Information Access	X	Improve Service or efficiency	X	Manage Risks	X
	Maintain the business	X	Manage the costs	X	Increase organizational capability	X	Regulatory compliance or mandate	<input type="checkbox"/>
JISC Approved Budget	Allocated through February 29, 2012				Allocated through February 29, 2012			
	\$				\$			
Current Status	Scope	<input checked="" type="checkbox"/>	Schedule	<input checked="" type="checkbox"/>	Budget	<input checked="" type="checkbox"/>		
Status Notes: The project team continues to work on the Court Business Office project organization charter.								
Progress	February - 40% <div style="display: flex; align-items: center;"> <div style="width: 40%; height: 10px; background-color: blue; margin-right: 5px;"></div> <div style="width: 60%; height: 10px; background-color: gray; margin-right: 5px;"></div> 100% </div>							
Phase	<input type="checkbox"/> Initiate	<input checked="" type="checkbox"/> Planning	<input type="checkbox"/> Execute	<input type="checkbox"/> Close				
Schedule	Planned Start Date: December 2011				Planned Completion Date: April 2012			
	Actual Start Date: December 2011				Actual Completion Date: TBD			
Activities Completed				Impact/Value				
<ul style="list-style-type: none"> ✓ Continued development of the CBO Project charter. 				Provides authority and direction for the project, approval for the budget, scope, schedule, and resources. Provides guidance to manage issues, risks, and project constraints.				
Activities Planned				Impact/Value				
<ul style="list-style-type: none"> ○ Complete the CBO Organization Charter 				The organization charter determines how the CBO is structured with AOC and what services it will provide to support the SC-CMS.				

DB2 Upgrade									
Reporting Period thru February 29, 2012									
Executive Sponsor(s) Vonnie Diseth, CIO/ISD Director			IT Project Manager: Sree Sundaram						
Business Area Manager: Dennis Longnecker, Infrastructure Manager			Consultant/Contracting Firm: N/A						
Description: The AOC uses the IBM database product DB2 to provide a repository for statewide court data. Over time newer versions of DB2 are released and older versions of DB2 become unsupported. In order to maintain proper support of the statewide court data, periodic upgrades of the DB2 product need to be implemented at the AOC.									
Business Benefit: The DB2 v10 Upgrade will bring the AOC database up to current maintenance levels of support and meet the goal of staying on a 2 year upgrade cycle.									
Business Drivers	Improve Decision Making	X	Improve Information Access	X	Improve Service or efficiency	X	Manage Risks	X	
	Maintain the business	<input type="checkbox"/>	Manage the costs	<input type="checkbox"/>	Increase organizational capability	X	Regulatory compliance or mandate	<input type="checkbox"/>	
JISC Approved Budget		Allocated through February 29, 2012 (staffed internally)		Allocated through February 29, 2012 (staffed internally)					
Current Status	Scope	<input checked="" type="radio"/>	Schedule	<input checked="" type="radio"/>	Budget	<input checked="" type="radio"/>			
Status Notes: IBM confirmed on 02/01/12 that the performance issue has been corrected.									
Progress	February - 95%  100%								
Phase	<input type="checkbox"/> Initiate	<input type="checkbox"/> Planning	<input checked="" type="checkbox"/> Execute	<input type="checkbox"/> Close					
Schedule	Planned Start Date: March 2011			Planned Completion Date: December 2011					
	Actual Start Date: March 2011			Actual Completion:					
Activities Completed				Impact/Value					
✓ Confirmed with the Infrastructure team the date on which new features of V10 can be enabled.				Enables new features of V10 to be available for use.					
Activities Planned				Impact/Value					
○ Test new features in Test LPAR				Ensures that new features work correctly without causing any other problems.					

BizTalk Upgrade					
Reporting Through February 29, 2012					
Executive Sponsor(s) Vonnie Diseth, CIO / ISD Director			IT Project Manager: Bill Burke		
Business Area Manager: Jennifer Creighton, Data & Development Manager			Consultant/Contracting Firm: N/A		
Description: This project will perform the following: <ul style="list-style-type: none"> • Deploy new redundant BizTalk servers • Upgrade BizTalk 2006 to BizTalk 2010 • Upgrade SQL Server 2005 to SQL Server 2008R2 • Re-host existing BizTalk orchestrations from BizTalk 2006 to 2010 <p>This project is intended to be deployed to production prior to the SCOMIS Data Exchange (DX) project so that the new BizTalk programs developed by the SCOMIS DX project can be developed for BizTalk 2010 and will not have to be re-hosted from the BizTalk 2006.</p>					
Business Benefit: Provide additional capacity and ensure vendor support for the AOC BizTalk server solution.					
Business Drivers	Improve Decision Making <input type="checkbox"/>	Improve Information Access <input checked="" type="checkbox"/>	Improve Service or efficiency <input checked="" type="checkbox"/>	Manage Risks <input type="checkbox"/>	
	Maintain the business <input type="checkbox"/>	Manage the costs <input type="checkbox"/>	Increase organizational capability <input type="checkbox"/>	Regulatory compliance or mandate <input type="checkbox"/>	
JISC Approved Budget	Allocated through February 29, 2012 (staffed internally)			Allocated through February 29, 2012 (staffed internally)	
Current Status	Scope	<input checked="" type="checkbox"/>	Schedule	<input checked="" type="checkbox"/>	Budget
Status Notes: BizTalk 2010 server was successfully deployed on 2/29/12.					
Progress	<div style="text-align: right;">February - 99%</div> <div style="text-align: right;">100%</div>				
Phase	<input type="checkbox"/> Initiate	<input type="checkbox"/> Planning	<input checked="" type="checkbox"/> Execute	<input type="checkbox"/> Close	
Schedule	Planned Start Date: October 2010			Planned Completion Date: February 2012	
	Actual Start Date: November 2010			Actual Completion: TBD	
Activities Completed			Impact/Value		
✓ The team reviewed the BizTalk production cut-over checklist.			Verify that checklist items have been completed.		
✓ Executed production cut-over			Clears the data exchange path which improves e-Ticketing process time and mitigates any potential issue caused by increased capacity.		
Activities Planned			Impact/Value		
◦ Conduct lessons learned debrief.			Provides feedback to ISD for future upgrade projects.		

Vehicle Related Violations (VRV) Operational Readiness

Reporting Period Through February 29, 2012

Executive Sponsor Data Management Steering Committee <i>Rich Johnson, Chair of Committee</i>	IT Project Manager: Michael Walsh
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Business Area Manager Jennifer Creighton, Data & Development Manager	Consultant/Contracting Firm: N/A
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Description: Vehicle Related Violations (VRV) was designed to automate the input and submittal of parking violations as received by local courts through local enforcement agencies (LEAs). The VRV website provides a service for jurisdictions to get access to the technical information and data needed for them to setup and build data exchanges for use on the jurisdictions side. The AOC has successfully implemented VRV DX solution with Everett Municipal Court and is now preparing to execute the final two planning steps required before making VRV broadly available statewide. The focus of this engagement between CodeSmart Inc. and AOC is to enable VRV Operational Readiness inclusive of performance tuning, infrastructure setup, and transition to ISD Operations for ongoing support and maintenance.

Business Benefit: The VRV Operational Readiness Project will prepare a solution for extended pilot use and eventual statewide implementation. The ongoing work will improve performance for the VRV pilot application with the goal of handling anticipated workload and transaction capacity, perform infrastructure cleanup and ensure optimal environment configuration for ongoing support and maintenance. The Customer Website for Data Services is ready for the extended pilot.

Business Drivers	Improve Decision Making <input type="checkbox"/>	Improve Information Access <input checked="" type="checkbox"/>	Improve Service or efficiency <input checked="" type="checkbox"/>	Manage Risks <input type="checkbox"/>
	Maintain the business <input type="checkbox"/>	Manage the costs <input type="checkbox"/>	Increase organizational capability <input type="checkbox"/>	Regulatory compliance or mandate <input type="checkbox"/>

JISC Approved Budget	Allocated through February 29, 2012	Actual through February 29, 2012
	\$	\$

Current Status	Scope	<input checked="" type="radio"/>	Schedule	<input checked="" type="radio"/>	Budget	<input checked="" type="radio"/>
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Status Notes: Lakewood is prepared and waiting for Redflex to finalize details with their web service provider. Issaquah is finalize the the implementation steps with ATS, their web service provider.

Tier 2 kickoff meetinmg was held on Feb 7th with Tacoma, Fife, and Lynnwood. The courts are filing out their business and technical assessment forms in prepatation to engage DES and WTSC for the JINDEX on boarding process.

Next steps are:

1. Continue to track progress with Tier 1 courts (Issaquah and Lakewood) until they are processing VRV tickets Work with the Tier 2 courts (Lynnwood, Fife, and Tacoma) on the on-boarding collarboartion with JINDEX and the Department of Enterprise Services.



Project Phase	<input type="checkbox"/> Initiate	<input type="checkbox"/> Planning	<input checked="" type="checkbox"/> Execute	<input type="checkbox"/> Close
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Schedule	Planned Start Date: March 2010	Planned Completion Date: June 2012
	Actual Start Date: March 2010	Actual Completion Date: TBD

Activities Completed	Impact/Value
✓ Tier 2 Kickoff	Initial meeting to engage Tacoma, Fife, and Lynnwood as to the on-boarding process.
✓ Tier 1 – Issaquah went live	Issaquah completed the on-boarding process.
Activities Planned	Impact/Value
○ Tier 1 – Go Live Issaquah and Lakewood	Lakewood (RedFlex) and Issaquah (ATS) are working with their vendors to establish web services start dates.

- Tier 2 – Prepare for JINDEX on-boarding

Complete business and technical assessment forms, submit to WTSC to schedule a JINDEX release group and start date.

CA Clarity Implementation

Reporting Period Through February 29, 2012

Executive Sponsor(s)
Vonnie Diseth, CIO/ISD Director

IT Project Manager:
Mike Walsh

Business Area Manager:
Bill Cogswell, Associate Director ISD

Consultant/Contracting Firm:
WinMill Software, Inc.

Description: AOC requires a process to accurately monitor and measure the costs and performance of IT assets in order to make sound decisions regarding all IT investments. ISD is committed to the implementation of IT Portfolio Management (ITPM) in order to thoroughly document and manage IT assets. Common standards generated by ITPM assist IT Governance (ITG) and the Project Management Office (PMO) to assess the costs, initial and ongoing, as well as the value, anticipated and returned, on single or aggregated assets. The AOC implementation of CA Clarity outcome of the ITPM initiative is a process through which ISD can model its strategic IT decisions and a methodology supporting consistent asset management.

Business Benefit: The Clarity implementation will automate manual ITPM and PMO processes and provide a unified, single data source for portfolio management. Using Clarity will provide the AOC Portfolio Manager and PMO with tools to manage AOC's portfolios. These tools include: real time reporting, resource management functions, and document management integration.

Business Drivers	Improve Decision Making	<input checked="" type="checkbox"/>	Improve Information Access	<input checked="" type="checkbox"/>	Improve Service or efficiency	<input checked="" type="checkbox"/>	Manage Risks	<input checked="" type="checkbox"/>
	Maintain the business	<input type="checkbox"/>	Manage the costs	<input type="checkbox"/>	Increase organizational capability	<input checked="" type="checkbox"/>	Regulatory compliance or mandate	<input type="checkbox"/>

JISC Approved Budget	Allocated through February 29, 2012	Actual through February 29, 2012
	(staffed internally)	(staffed internally)

Current Status	Scope	<input checked="" type="checkbox"/>	Schedule	<input checked="" type="checkbox"/>	Budget	<input checked="" type="checkbox"/>
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Status Notes: The BWSR has been deployed to production.
The user acceptance testing completed on 2/16/2012. The report was deployed to production on 2/20/2012.



Phase	<input type="checkbox"/> Initiate	<input type="checkbox"/> Planning	<input checked="" type="checkbox"/> Execute	<input checked="" type="checkbox"/> Close
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Schedule	Planned Start Date: March 2011	Planned Completion Date: November 2011
	Actual Start Date: May 2011	Actual Completion: March 2012

Activities Completed	Impact/Value
✓ Completed user acceptance testing.	Ensures that the functionality encompasses real-life scenarios.
✓ Deployed the BWSR to production.	
Activities Planned	Impact/Value
○ Initiate post production support.	Ensures that WinMill delivers Clarity post-production support.

Project Status Reports

Approved Project Status Reports

ITG #121 Superior Court Data Exchange						Reporting Period Through February 29, 2012		
Executive Sponsor(s) Data Management Steering Committee <i>Rich Johnson, Chair of Committee</i>			IT Project Manager: Bill Burke					
Business Manager: Jennifer Creighton, Data & Development Manager			Consultant/Contracting Firm: N/A					
Description: The Superior Court Data Exchange project will deploy a Data Exchange that will enable all local court Case Management Systems to access the Superior Court Management Information System (SCOMIS) services via a web interface using a standard web messaging format. The project scope consists of deploying (63) web services that will be available to all local court Case Management Systems.								
Business Benefit: The Data Exchange will eliminate redundant data entry, improve data accuracy, provide real-time information for decision making and reduce support costs through a common technical solution for sharing data. At the end of Phase I (Detailed Analysis and Design), AOC will have a complete list of business requirements driven by the customer groups and established a list of services based on these requirements. At the end of Phase II (Implementation), Superior Court data will be available for both query and updates using the nationally recognized NIEM standard and SOA.								
Business Drivers	Improve Decision Making	<input checked="" type="checkbox"/>	Improve Information Access	<input checked="" type="checkbox"/>	Improve Service or efficiency	<input checked="" type="checkbox"/>	Manage Risks	<input type="checkbox"/>
	Maintain the business	<input type="checkbox"/>	Manage the costs	<input checked="" type="checkbox"/>	Increase organizational capability	<input checked="" type="checkbox"/>	Regulatory compliance or mandate	<input type="checkbox"/>
JISC Approved Budget		Allocated through February 29, 2012			Actual through February 29, 2012			
		\$			\$			
Current Status	Scope	<input checked="" type="checkbox"/>	Schedule	<input checked="" type="checkbox"/>	Budget	<input checked="" type="checkbox"/>		
Status Notes: SCDX Production Increment 1 is eight weeks behind schedule. Development, testing and AOC validation took longer than planned.								
Progress	<p>SCDX Increment 1 February - 95%</p> 							
Phase	<input type="checkbox"/> Initiate	<input type="checkbox"/> Planning	<input checked="" type="checkbox"/> Execute	<input type="checkbox"/> Close				
Schedule SCDX	Planned Start Date: January 2011			Planned Completion Date: December 2012				
	Actual Start Date: January 2011			Actual Completion Date: TBD				
Schedule Increment 1	Planned Start Date: Aug 2011			Planned Completion Date: March 2012				
	Actual Start Date: Aug 2011			Actual Completion Date:				
Activities Completed				Impact/Value				
✓ The AOC completed testing of the build and deployment process for SCDX Increment 1.				This validates that the build and deployment documents are accurate.				
✓ The AOC completed standalone testing of the SCDX Increment 1 software in the AOC Development environment.				Confirms that the SCDX Increment 1 is ready for QA testing.				
✓ Reviewed the SCDX Increment 2 documentation.				Confirms that the SCDX web services grouping design meets AOC requirements.				
Activities Planned				Impact/Value				
○ Deploy SCDX Increment 1 web services to QA.				Deploys SCDX Increment 1 to the QA environment for formal testing.				
○ Perform User Acceptance testing on SCDX Increment 1 web services.				Confirms that the software meets AOC's documented requirements.				

Milestones Planned

Milestone – Increment 1	Original Date	Revised Date	Actual Date
SCDX Production Increment 1 Complete	1/31/2012	3/30/2012	

ITG #002 Superior Court Case Management System (SC-CMS) RFP

Reporting Period Through February 29, 2012

Executive Sponsor(s) Superior Court Judges Association (SCJA) <i>Judge Laura Inveen, President</i> Washington State Association of County Clerks (WSACC) <i>Betty Gould, President</i> Association of Washington Superior Court Administrators (AWSCA) <i>Frank Maiocco, President</i>	IT Project Managers: Kate Kruller, PMP Maribeth Sapinoso, PMP
	Consultant/Contracting Firm: MTG (Management Technology Group)
	Business Manager Vonnie Diseth, CIO/ISD Director

Description: The Superior Court Case Management System (SC-CMS) Project is intended to procure and implement a software application that will enable the AOC to support the business functions of state superior courts and county clerks by acquiring and deploying a Superior Court Case Management System to all 39 Superior Courts in the state. The SC-CMS will specifically support calendaring and caseflow management functions, along with participant/party information tracking, case records and relevant disposition services functions in support of judicial decision-making, scheduling, and case management.

Business Benefits: The Superior Court Case Management (SC-CMS) will define requirements for and procure a case management system that (1) is consistent with the business and strategic plans approved by the JISC; (2) follows the JISC guidelines and priorities for IT decision making; (3) modernizes AOC technology; (4) works within planned technology architecture; (5) supports improvements in superior court operations; and (6) provides the opportunity and incentives to retire legacy systems such as SCOMIS.

Business Drivers	Improve Decision Making <input type="checkbox"/>	Improve Information Access <input type="checkbox"/>	Improve Service or efficiency <input checked="" type="checkbox"/>	Manage Risks <input type="checkbox"/>
	Maintain the business <input type="checkbox"/>	Manage the costs <input type="checkbox"/>	Increase organizational capability <input type="checkbox"/>	Regulatory compliance or mandate <input type="checkbox"/>

JISC Approved Budget	Allocated through February 29, 2012	Actual through February 29, 2012
	\$	\$

Current Status	Scope		Schedule		Budget	
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Status Notes:

Technical Requirements Gathering:
 The Technical Requirements Document (TRD) Review all-day sessions February 8-9 have been completed. AOC included existing requirements from the feasibility study, JIS business services, application integration requirements, data migration requirements, and data requirements. Local court technical staff participants from various counties reviewed the TRD. AOC is now revising the document according to the feedback provided. The TRD will be sent back out to the local court technical staff participants for confirmation. Last step will be to ensure all items are written to achieve optimal vendor response.

Project Team:
 Concurrent with requirements gathering, the Project Team is assembling the project documentation that normally would have come first after the JISC approval on September 9, 2011 – albeit the Project Charter and with approval of the charter, the Project Management Plan (complete with the key initiation components (Scope/WBS/Schedule and Human Resourcing) – along with the Work Breakdown Structure, Network Diagram, Cost Management Plan, Communications Plan, Quality Assurance Plan, Risk Management Plan, and Procurement Plan. The Project Management Plan will include project work and all contractor work plans (MTG’s RFP contract, any sole source work, the SC-CMS RFP and ultimate vendor that wins the contract award). This work was set aside temporarily in September to allow the team to crash the project in terms of meeting the last legislative proviso regarding requirements. Now the SC-CMS Project is working on producing the project documentation that will facilitate and formalize all project expectations and agreements.

Local Court Impacts Check:
 Kate Kruller and Joe Wheeler held a third discussion with Kitsap Co. Administrator Frank Maiocco and King County Clerk, Barb Miner on February 13 – to make refinements to the Local Court Impact Analysis. This will be used at the local courts for budget estimate awareness for upcoming phases of the project. This process generated a motion at the SC-CMS RFP Steering Committee to approach the JISC for support in funding local implementation costs.

Quality Assurance Consultant:
 The QAP has been selected and awarded to Bluecrane. Contract negotiations are currently taking place. AOC is targeting the QAP to begin work no later than March 12, 2012.

Communication:

SC CMS Project Oversight and Coordination Committee is currently reviewing the following project documents:

- Project Charter - overall project overview has been drafted and included in the Phase 1 charter. Targeting having the charter reviewed by the next AOC Internal Sponsor meeting.
- Project Schedule – a project schedule has been drafted specific for Phase 1 using a work back schedule of April 20, 2012 to publish RFP and has been presented to the Project Oversight and Coordination Committee.

SCJA Conference CMS Session Planning:

Heather Williams is facilitating these sessions to plan for the Superior Court Judges & Administrators (SCJA) conference scheduled for Sunday, April 29th – May 2nd at Suncadia Resort. The CMS session/presentation is scheduled for the early part of afternoon on Sunday April 29th. (The County Clerk’s conference is scheduled for Monday, March 26th.)

MOTION APPROVED BY JISC SEPTEMBER 9, 2011:

JISC direct AOC to develop an RFP that would implement the recommendation of MTG Management Consultants, in the Superior Court Case Management Feasibility Study Report, Version 1.3, that AOC acquire, implement, and centrally host a statewide, full-featured, commercial case management system for superior courts, subject to the following conditions:

- A new RFP Steering Committee needs to be formed, with a new charter and structure.
- There will be formal motions for all decisions and detailed minutes of all meetings held.
- The committee will be composed as follows:
 - 3 Clerks
 - 3 Judges/Court Administrators (at least 1 judge and 1 administrator). And of the three, 1 must be from King County.
 - 2 AOC representatives with limited voting ability (State Court Administrator and CIO. No vote on final recommendation.
- There will be a majority Vote (of four) for all decisions.
- The JISC cannot override a “no” vote or a “none of the above” vote from the RFP Steering Committee.
- The JISC can only support or reject a recommendation from the Steering Committee. It cannot adopt a substitute.
- A “none of the above” recommendation from the steering committee on the COTS alternative will result in review of the other feasibility study alternatives without going back through the IT Governance process.
- To meet the requirements of the legislative proviso, the presidents of the Superior Court Judges Association, Association of Washington Superior Court Administrators and the Washington State Association of County Clerks will affirmatively confirm that it meets the needs of their members in the 39 counties before the RFP is issued.
- The intention of the project is that this new CMS will eventually replace SCOMIS in the JIS Portfolio.
- There will be two stoplights in the process to re-evaluate before moving forward:
 1. After the RFP Development (Yes/No) (prior to release of the RFP). A “no” is an acceptable decision and would also be considered a success.
 2. Prior to contract award, if the RFP is issued. A “non-contract award” is an acceptable decision to not go forward.
- There must be recognition that the Data Exchange/Information Networking Hub (INH) must be completed regardless of this project. But, it is not a deliverable of this project.
- There is agreement among the above-named associations that there should be no net increase in the County Clerks’ labor with a new system. Meeting the County Clerks’ needs will be based on results (what needs to be done), not process (the manner in which it is done).
- 95% of King County’s functional requirements must be met.
King County must be part of the first rollout (first 18 months of the project).

Progress		February - 10%			100%
Project Phase	<input type="checkbox"/> Initiate	<input checked="" type="checkbox"/> Planning	<input type="checkbox"/> Execute	<input type="checkbox"/> Close	
Schedule	Planned Start Date: September 2011		Planned Completion Date: December 2017		
	Actual Start Date: September 2011		Actual Completion Date: TBD		
Activities Completed			Impact/Value		
✓	Presented Project Charter to the Project oversight and Coordination Committee		Provides overall project overview and Phase 1-specific information.		
✓	Awarded the QAP to Bluecrane.		Provides quality assurance for the overall SC-CMS Project.		

✓ Responded to stakeholder feedback on the Technical Requirements Document.	Necessary as input to the Request For Proposal (RFP).		
✓ Vetted and finalized Court Readiness Assessment tool for the Spring Conferences.	This is the first instance to communicate to local courts to start preparing for the SC-CMS implementation.		
Activities Planned		Impact/Value	
○ Update Project Schedule to reflect new RFP Publish date after the May 4 th JISC Go/No Go decision.	Delays the project schedule by at least two weeks.		
○ Present draft project Charter – Phase 1 to AOC Internal Sponsors.	Communicates the scope and high-level deliverables for Phase 1.		
○ Finalize Technical Requirements Documents for RFP.	Exhibit to the RFP.		
○ Finalize evaluation team structure with Steering Committee.	Finalizes MTG's Acquisition Plan.		
○ Finalize the QAP Statement of Work.	Assist ASV in preparing for initial QA assessment.		
Milestones Planned			
Milestone	Original date	Revised Date	Actual Date
PHASE II Procurement RFP			
Procurement RFP	03/31/2012	Functional Requirements identified by 12/31/2011 RFP Schedule/Work Plan 01/03/2012 RFP Ready to Publish 03/02/2012	

ITG #028 CLJ Parking Module Modernization

Reporting Period Through February 29, 2012

Executive Sponsor(s) Jeff Hall, State Court Administrator Vonnie Diseth, CIO/ISD Director	IT Project Manager: Michael Walsh
	Consultant/Contracting Firm: N/A
	Business Manager Mike Keeling, Operations Manager

Description: AOC will undergo the investigation of a number of issues raised by the DMCMA concerning the inability of the JIS parking module in monitoring parking vehicle related violations, receivables and interfaces. The parking module was developed prior to the advent of red-light and photo-speed camera violations (also known as VRV). A feasibility study will be conducted to determine if indeed a better solution is required and to suggest a recommended solution.

Business Benefits: Updating the existing parking data module will include minimizing clerical resources devoted to data entry and increase the accuracy and completeness of case filing. Increased revenue with more proficient monitoring and use of time payments and collection resources will also occur.

Business Drivers	Improve Decision Making <input checked="" type="checkbox"/>	Improve Information Access <input checked="" type="checkbox"/>	Improve Service or efficiency <input checked="" type="checkbox"/>	Manage Risks <input type="checkbox"/>
	Maintain the business <input type="checkbox"/>	Manage the costs <input checked="" type="checkbox"/>	Increase organizational capability <input type="checkbox"/>	Regulatory compliance or mandate <input type="checkbox"/>

JISC Approved Budget	Allocated through February 29, 2012	Actual through February 29, 2012
	\$	\$

Current Status	Scope	<input checked="" type="checkbox"/>	Schedule	<input checked="" type="checkbox"/>	Budget	<input checked="" type="checkbox"/>
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Status Notes: The project team is reviewing the feasibility study. Next steps are to finalize the Feasibility Study Document and present the report and recommended course of action to the ITG028 Advisory board.



Project Phase	<input type="checkbox"/> Initiate	<input checked="" type="checkbox"/> Planning	<input type="checkbox"/> Execute	<input type="checkbox"/> Close
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Schedule	Planned Start Date: April 2011	Planned Completion Date: Oct 2011
	Actual Start Date: April 2011	Actual Completion Date: TBD

Activities Completed	Impact/Value
<input checked="" type="checkbox"/> Complete Review with Solutions Architect into final cost analysis for feasibility study draft	In preparation for presenting the Feasibility Document to the ITG028 Advisory Board.
Activities Planned	Impact/Value
<input type="checkbox"/> Final review of Feasibility Document with internal team, leadership team	Provide costing information for alternative solutions to allow customers to make an educated decision on whether or not to proceed with upgrade
<input type="checkbox"/> Present findings to Customers	Go/No Go Decision to continue CLJ-PMM as a project

Milestones Planned			
Milestone	Original Date	Revised Date	Actual Date
<input type="checkbox"/> Present findings	Oct 2011	Feb. 2012 April 2012	

ITG #045 Appellate Courts Electronic Document System (EDMS)

Reporting Period Through February 29, 2012

Executive Sponsor(s) Appellate Courts Steering Committee Justice Debra Stevens, Committee Chair Vonnie Diseth, CIO/ISD Director	IT Project Manager: Bill Burke
	Consultant/Contracting Firm: N/A
	Business Manager Jennifer Creighton, Data Manager

Description: The Appellate Courts Electronic Document Management System (EDMS) project will implement a common EDMS for the Appellate Courts (Courts of Appeal and Supreme Court) that will support the following:

- Interface to ACORDS
- Provide a web interface for external Court users and public
- Support eFiling of Court documents
- Implement an automated workflow for processing Court documents.

The project will be completed in the following Phases:
 Phase 1 – Finalize Appellate Courts EDMS requirements
 Phase 2 – Release an RFP to select an EDMS Vendor & system
 Phase 3 – Implement the Appellate Courts EDMS system

The JISC has requested a review of EDMS Vendor costs prior to awarding a contract to an EDMS Vendor.

Business Benefits: The project will implement an Appellate Courts EDMS that will improve the efficiency of document management for the courts. To achieve this objective, all Appellate Courts need to use the same EDM application(s). Some of the benefits that will be gained are:

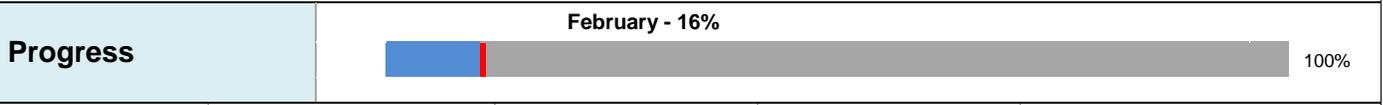
- Reduce the need and cost of converting paper documents to electronic documents
- Reduce the cost of storing hard copy official court documents
- Reduce the time of receiving documents through mail or personal delivery
- Reduce the misfiling of documents
- Eliminate staff time for duplicate data entry
- Reduce document distribution costs (mail, UPS, FedEx)
- Ability for cross court sharing/viewing of documents
- Reduce the time/cost of compiling documents since they will be digitally stored and will be searchable.

Business Drivers	Improve Decision Making	<input checked="" type="checkbox"/>	Improve Information Access	<input checked="" type="checkbox"/>	Improve Service or efficiency	<input checked="" type="checkbox"/>	Manage Risks	<input type="checkbox"/>
	Maintain the business	<input type="checkbox"/>	Manage the costs	<input checked="" type="checkbox"/>	Increase organizational capability	<input checked="" type="checkbox"/>	Regulatory compliance or mandate	<input type="checkbox"/>

JISC Approved Budget	Allocated through February 29, 2012	Allocated through February 29, 2012
	\$	\$

Current Status	Scope		Schedule		Budget	
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Status Notes:



Project Phase	<input type="checkbox"/> Initiate	<input type="checkbox"/> Planning	<input checked="" type="checkbox"/> Execute	<input type="checkbox"/> Close
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Schedule	Planned Start Date: Aug 2011	Planned Completion Date: July 2012
	Actual Start Date: Aug 2011	Actual Completion Date: TBD

Activities Completed	Impact/Value
✓ Worked with Appellate Court stakeholders to define EDMS Automated Workflow (AWF) requirements.	Defines how the Appellate Courts will manage and control their Court case documents.

✓ Identified the deliverables and activities that need to be completed prior to the RFP release.	Identifies the level of resource commitments that are required to complete the project.
✓ Reviewed project status with the Appellate Court EDMS Executive Steering Committee. Discussed the near-term project plan to release an RFP for selecting an EDMS vendor. Identified project resources and validating EDMS technical requirements as project risks.	Confirm that the Appellate Courts EDMS project was aligned with the Steering Committee and that the committee was aware of project risks and issues.
Activities Planned	Impact/Value
○ Continue to define the Appellate Courts EDMS Automated Workflow (AWF) requirements.	Defines how the Appellate Courts will manage and control their Court case documents.
○ Revise the Business Use Cases to reflect a new strategy wherein system functionality is either available in the EDMS or ACORDS, but not in both systems.	This approach significantly reduces the size of the interface between the EDMS and ACORDS and enables the AOC to obtain Appellate Court approval on where specific Appellate Court Case functionality and data would reside.
○ Continue work to develop an Appellate Courts EDMS Request for Proposal (RFP).	Ensures the project can move forward with the selection of an EDMS Vendor / System.

Milestones Planned

Milestone	Original Date	Revised Date	Actual Date
Appellate Courts EDMS RFP Release	10/14/2011	5/4/2012	
JISC Approval of Appellate Courts EDMS Vendor price	11/25/2012	July 2012	
Appellate Courts EDMS Vendor Contract Award	11/25/2012	July 2012	

ITG #081 Adult Risk Assessment STRONG 2 Implementation

Reporting Period Through February 29, 2012

Executive Sponsor
Executive Steering Committee, Chair Judge O'Conner
Vonnie Diseth, CIO/ISD Director

IT Project Manager:
Martin Kravik

Business Area Manager
Mike Davis, Project Management & Quality Assurance
Manager

Consultant/Contracting Firm:
N/A

Description: Develop and implement the static adult risk assessment portion of the WSIPP approved Static Risk and Offender Needs Guide (STRONG) v2 tool. Included in the project is automating scoring using JIS criminal history data and providing an interface to enter out of state criminal history data.

Business Benefit

- Establishes a standard method for generating adult static risk assessments.
- Creates efficiencies by reducing the time to collect, process, and analyze criminal history data from different sources to help arrive to a release/alternative sentencing decision.
- With the static risk level score, judicial officers can make objective and consistent pre-trial decisions about whether to release or detain an offender.
- The static risk score is the first critical step in establishing a system of offender management based on assessment, targeting evidence based interventions to criminogenic needs, applying case management principles, and a system of tracking program effectiveness.
- Establishes an environment for measuring the results in terms of expected outcomes, effectiveness, impacts, and quality of information.
- Protects public safety by identifying higher risk defendants.
- Reduces the likelihood of biases that might result in disproportionate confinement of minorities or other groups or individuals.
- Improves management of the jail population through pretrial decisions and alternative sentencing.

Business Drivers	Improve Decision Making <input checked="" type="checkbox"/>	Improve Information Access <input type="checkbox"/>	Improve Service or efficiency <input type="checkbox"/>	Manage Risks <input type="checkbox"/>
	Maintain the business <input type="checkbox"/>	Manage the costs <input type="checkbox"/>	Increase organizational capability <input type="checkbox"/>	Regulatory compliance or mandate <input type="checkbox"/>

JISC Approved Budget	Allocated through February 29, 2012	Actual through February 29, 2012
	\$	\$

Current Status	Scope	<input checked="" type="radio"/>	Schedule	<input checked="" type="radio"/>	Budget	<input checked="" type="radio"/>
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Status Notes: Still working on process to communicate the vision and scope of the project.



Project Phase	<input type="checkbox"/> Initiate	<input type="checkbox"/> Planning	<input checked="" type="checkbox"/> Execute	<input type="checkbox"/> Close
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Schedule	Planned Start Date: July 2011	Planned Completion Date: March 2012
	Actual Start Date: July 2011	Actual Completion Date: TBD

Activities Completed	Impact/Value
✓ Dr. Barnoski completed the matching of STRONG Severity Codes to JIS criminal codes.	Necessary to automate the risk assessment.
✓ Demonstrated the ASRA system prototype in Clark, Spokane, and Thurston counties. Demos for Kittitas and Cowlitz counties will be next.	Creates the assessment application that will be used by local jurisdictions.
✓ Completed development of standards and guidelines for on-boarding jurisdictions.	Assists jurisdictions in preparing to use the risk assessment application.

✓ Resumed Quality Control test script development.	Validates that the system is working as designed.		
✓ Identified Regina McDougall as the business program owner.	Creates the AOC business program that will provide ongoing support to customers.		
Activities Planned	Impact/Value		
○ Finalize system test scripts.	Execution of the test scripts validates the system is working as designed.		
○ Demo the ASRA system prototype application and JABS to Kittitas and Cowlitz counties.	Enables the courts to have a first look at the application and on-boarding materials. Gives the AOC project team feedback that will be incorporated into the final product.		
○ Develop a business program support model and maintenance transition plan.	Creates the AOC business program that will provide ongoing support to customers.		
Milestones Planned			
Milestone	Original Date	Revised Date	Actual Date
Quality Control Testing	03/02/2012		
Establish AOC Business Program	02/03/2012		
Develop Training Artifacts	02/03/2012		
User Acceptance	03/09/2012		
Implementation	03/16/2012		
Transition to AOC Operations	03/23/2012		
Project Closeout	03/30/2012		

ITG #009 Accounting in the Data Warehouse

Reporting Period Through February 29, 2012

Executive Sponsor(s) Data Management Steering Committee, Chair Rich Johnson Vonnie Diseth, CIO/ISD Director	IT Project Manager: Business Area Manager is providing backup
	Consultant/Contracting Firm: N/A
	Business Manager Jennifer Creighton, Data & Development Manager

Description: This project is a result of the approval and prioritization of [IT Governance request 009 \(ITG 09\)](#). This request identified eleven reports that are either unworkable in the mainframe format or are new reports to be created.

Business Benefits: These reports will give the courts better tracking of accounting information, better budget and revenue forecasting, new or improved audit and operational reports, and the ability to answer accounting inquiries from other agencies.

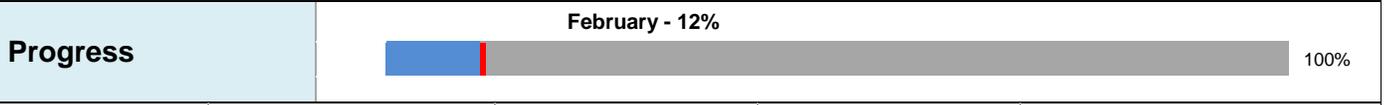
This is a multi-court level request, bringing value to both the Superior Courts and to the Courts of Limited Jurisdiction.

Business Drivers	Improve Decision Making	<input checked="" type="checkbox"/>	Improve Information Access	<input checked="" type="checkbox"/>	Improve Service or efficiency	<input checked="" type="checkbox"/>	Manage Risks	<input checked="" type="checkbox"/>
	Maintain the business	<input checked="" type="checkbox"/>	Manage the costs	<input checked="" type="checkbox"/>	Increase organizational capability	<input checked="" type="checkbox"/>	Regulatory compliance or mandate	<input type="checkbox"/>

JISC Approved Budget	Allocated through February 29, 2012	Actual through February 29, 2012
	\$	\$

Current Status	Scope	<input checked="" type="radio"/>	Schedule	<input checked="" type="radio"/>	Budget	<input checked="" type="radio"/>
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Status Notes:



Project Phase	<input type="checkbox"/> Initiate	<input type="checkbox"/> Planning	<input checked="" type="checkbox"/> Execute	<input type="checkbox"/> Close
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Schedule	Planned Start Date: August 2011	Planned Completion Date: August 2013
	Actual Start Date: August 2011	Actual Completion Date: TBD

Activities Completed	Impact/Value
✓ Released "Cases with Finding Date and A/Rs in Potential Status" on February 21, 2012.	Provides new accounting report for Courts of Limited Jurisdiction
Activities Planned	Impact/Value
○ Complete 2 nd review for "Detail for A/R Type Codes Entered, Paid, Outstanding"	Obtain complete user requirements
○ Finalize RDS for "Summary of A/R Type Codes Entered, Paid, Outstanding"	Obtain complete user requirements

ISD Operational Area Status Reports

ISD Operational Area Reports

Operational Area: IT Policy and Planning

Bill Cogswell, ISD Associate Director

Through February 29, 2012

Includes: Governance, IT Portfolio, Clarity support, Business Relationships, Performance Reporting, Vendor Management, Resource Management, Release Management and Organizational Change / Communications teams

Description: The IT Policy and Planning group is responsible for providing strategic level functions within ISD. AOC ISD Policy and Planning teams support ISD wide transition activities furthering the capabilities and maturities of the entire organization.

Activities Completed this Reporting Period	Impact/Value
✓ (Portfolio Coordinator) Prepared IT Portfolio Report Work Back Schedule	Informs stakeholders of current and planned IT investments.
✓ (Portfolio Coordinator) Assisted the Clarity team in defining common views	Common views in Clarity provide consistent presentation of data, which enables better communications among ISD staff and management.
✓ (Portfolio Coordinator) Drafted Clarity investment lifecycle and staff resource actions procedures.	Repeatable Clarity processes will improve data quality and help streamline the effort among various workgroups.
✓ (Portfolio Coordinator) Participated in discussions to modernize the JIS application portfolio	The outcome is to develop a long-range roadmap to inform investment decisions.
✓ (Portfolio Coordinator) Updated the ISD quarterly IT Portfolio Tri-fold	Provides a snapshot of the current status of ISD's project and application portfolio.
✓ (Portfolio Coordinator) Cross-trained in ITG procedures	Provides back-up support for the ITG process when the IT Service Delivery Manager is unavailable.
✓ (Portfolio Coordinator) Provided training to new Resource Coordinator	Increases ISD's service capacity
✓ (Service Delivery) worked with the Natural to COBOL project team to apply change management principles to the project.	Allows for better control and planning for the effort.
✓ (Service Delivery) served as an Evaluator for the QA Vendor RFQQ in the SC-CMS project.	Assisted with the first phase of vendor selection.
✓ Redirected an ITG request to an existing process better equipped to manage the outstanding questions related to adding a court.	Ensured that policy questions are addressed in a more appropriate framework than that provided by ITG.
✓ (Org. Change Management) coordinated the development and approval process for ISD policies and standards.	Ensures that ISD has an approved, published policy structure under which it operates.
✓ (Org. Change Management) developed the SCJA conference marketing materials and presentation.	Ensures that stakeholders become aware of AOC's portion of the SCJA conference.
✓ (Clarity Administrator) Created "ISD Project Risks and Issues" Report. "ISD Planned Out of Office Report" is in progress.	Allows project managers to examine unresolved project risks and issues. Provides indicators for impact and age.
✓ (Business Liaison) worked on development of comprehensive JIS policies and standards, as well as coordination with ISD policies.	Having consistent and integrated JIS and ISD policies will guide ISD staff and court stakeholders in the IT governance process and ISD operations.
✓ (Business Liaison) continued work on the Adult Risk Assessment, Vehicle-Related-Violations, Parking module Feasibility Study, Superior Court Case Management System (CMS) and other IT Governance implementation projects.	Ensures that customer needs are considered and customers are informed about the progress of projects.
✓ (Business Liaison) staffed the JISC work group to develop policy for approval of local case management systems.	Having consistent policies for JISC approval of local case management systems ensures that courts have the flexibility to develop solutions that meet their needs while ensuring the integrity of statewide data.
✓ (Business Liaison) staffed IT Governance group meetings and provided assistance with IT Governance requests.	Good internal communication and cooperation on IT Governance requests ensures a smooth IT Governance experience for customers and gives them the decision-making tools they need.
✓ (Business Liaison) coordinated activities and	Cross-division communication and coordination

communication with JSD staff for court community meetings.	ensures consistent customer communication and better responsiveness to our customers.
✓ (Business Liaison) provided liaison reports to the Superior Court on the status of ISD projects and AOC activities	Communication with stakeholder groups improves their understanding of ISD activities and encourages the flow of communication to and from AOC.
✓ (Business Liaison) continued work to coordinate a session about CMS for the SCJA and Clerks' spring conferences.	Facilitating information about the CMS project at the conferences will provide a broad audience with the opportunities to learn and ask important questions that will help the project to succeed.
✓ (Vendor Management) coordinated the SC-CMS Quality Assurance Professional and Special Assistant Attorney General acquisitions.	Ensures that ISD's acquisition process is sound.
✓ (Vendor Management) coordinated the SC-CMS RFP process.	Ensures that ISD's Request For Proposal process is sound.
Activities Planned	Impact/Value
◦ (Portfolio Coordinator) Finalize Clarity Investment Lifecycle procedures	Repeatable Clarity processes will improve data quality and help streamline the effort among various workgroups.
◦ (Portfolio Coordinator) Initiate a draft of the IT Portfolio Report	Informs stakeholders of current and planned IT investments.
◦ (Portfolio Coordinator) Participate in JIS application portfolio modernization effort	The outcome is to develop a long-range roadmap to inform investment decisions.
◦ (Org. Change Management) Coordinate the development and approval process for ISD policies.	Ensures that ISD has an approved, published policy structure under which it operates.
◦ (Org. Change Management) Develop internal functional unit update newsletter.	Ensures that ISD staff is appropriately informed about progress within each functional area that isn't published on an existing report.
◦ (Clarity Administrator) Add portlets and dashboards.	Improves reporting capabilities of out-of-the-box Clarity to meet ISD needs.
◦ (Business Liaison) work on development of comprehensive JIS policies and standards, as well as coordination with ISD policies.	Having consistent and integrated JIS and ISD policies will guide ISD staff and court stakeholders in the IT governance process and ISD operations.
◦ (Business Liaison) staff the JISC work group to develop policy for approval of local case management systems.	Having consistent policies for JISC approval of local case management systems ensures that courts have the flexibility to develop solutions that meet their needs while ensuring the integrity of statewide data.
◦ (Business Liaison) staff the CMS session at the SCJA and Clerks' spring conferences.	Facilitating information about the CMS project at the conferences will provide a broad audience with the opportunities to learn and ask important questions that will help the project to succeed.
◦ (Business Liaison) continue liaison reports to associations and commission.	Communicating AOC/ISD activities to the court community provides for feedback and opportunities between ISD and the court community.
◦ (Vendor Management) Continue to coordinate the vendor acquisition process for the applicable ISD projects.	Ensure that ISD's vendor acquisition process is sound.

Operational Area: Architecture & Strategy

Kumar Yajamanam, Architecture & Strategy Manager

Through February 29, 2012

Includes: Enterprise Architecture & Solutions Management and Business Analysts

Description: Architecture & Strategy is a group within ISD that is responsible for providing strategic technology guidance in support of all services provided by ISD. The functions provided by the group include enterprise architecture, solution management, service catalog development, vendor management, enterprise security and business continuity planning.

Activities Completed this Reporting Period	Impact/Value
<ul style="list-style-type: none"> ✓ Assisted with testing, troubleshooting, and implementation of BizTalk 2010. 	BizTalk's successful implementation positions AOC to move forward with the development of other key Information Networking Hub (INH) components.
<ul style="list-style-type: none"> ✓ Provided technical requirements for the Appellate Courts Electronic Document Management System (AC EDMS) Request for Information (RFI). 	The Technical Requirements will provide guidance in the RFI for selection of a solution that is aligned with the AOC architecture and strategy.
<ul style="list-style-type: none"> ✓ Reviewed Superior Court Case Management System (SC-CMS) Technical Requirements with stakeholders. 	The Technical Requirements will provide guidance in the SC-CMS Request for Proposal (RFP) for selection of a CMS solution that is aligned with the AOC's architecture and strategy.
Planned Activities	Business Value
<ul style="list-style-type: none"> ○ Provide planning information to support INH project activities. 	Translating INH high-level strategy into detailed objectives enhances the project team's productivity.

Operational Area: Infrastructure

Dennis Longnecker, Infrastructure Manager

Through February 29, 2012

Includes: Desktop Unit, Network Unit, Server Unit, Support Unit & System Database Unit

Description: AOC ISD operates and supports the computer related operational needs of the AOC, Temple of Justice, and Court of Appeals, along with the Judicial Information System (JIS) applications, the Judicial Receipting System (JRS), Superior Court Information System (SCOMIS), Juvenile and Corrections System (JCS), Appellate Court System (ACORDS), JIS Calendaring (CAPS), e-Ticketing and web services, and applications. The infrastructure team in ISD supports the servers (hardware and operating systems) that run all the necessary software applications. Although existing user systems are dated, the systems they run on are current and state of the art. Having a state of the art infrastructure and a team dedicated to maintaining it ensures that the courts and partners throughout Washington State have access to the JIS systems, the data is secure and that downtime for system users is minimized.

Activities Completed	Impact/Value
<ul style="list-style-type: none"> ✓ Preparing for the March 2012 Disaster Recovery Test. Setting up scheduling meeting with the vendor for each of the areas. 	Disaster Recovery is a JIS activity which ensures the JIS systems would be available in the event of a disaster (either localized or large).
<ul style="list-style-type: none"> ✓ Successfully Installed DB2 Version 10 into production! The installation went on Thursday February 9th after installing IBM's three fixes and the problems we originally encountered did not reappear. 	DB2 v9 (our current version) goes out of support next year. Staying current on software is a vital part of our system availability.
<ul style="list-style-type: none"> ✓ Continue the Work for FY12 Equipment Replacement. Includes COA 1, COA 2, COA 3 and TOJ PC's. Courts of Limited Jurisdiction Computers and Laptops. Seattle Municipal. Contracts issued to Seattle Muni. COA 3 and TOJ Completed. Waiting on COA 1 and COA 2 to determine their equipment requirements. Waiting on Seattle Muni's reimbursement paperwork. 	Replace aged (5 year old) equipment with new hardware and operating systems.
Activities Planned	Impact/Value
<ul style="list-style-type: none"> ○ Continue work for FY12 Equipment Replacement. Includes COA 1, COA 2, COA 3 and TOJ PC's. Courts of Limited Jurisdiction Computers and Laptops. Seattle Municipal. 	Replace aged (5 year old) equipment with new hardware and operating systems.
<ul style="list-style-type: none"> ○ Complete the March Disaster Recovery test and report the results. 	Disaster Recovery is a JIS activity which ensures the JIS systems would be available in the event of a disaster (either localized or large).

Operational Area: Data & Development

Jennifer Creighton, Data & Development Manager

Through February 29, 2012

Includes: Database Unit, Development Unit, Data Warehouse Unit

Description: *The Data Management Section is comprised of three separate units:*

Data Warehouse Unit: The enterprise data warehouse is a repository of historical information that allows courts to query data for managerial and historical reporting. Case and person data is consolidated from SCOMIS, JIS, ACORDS, and JCS for reporting across all court levels. Court specific data marts provide users the ability to query information by specific court level. The information in the warehouse is accessed using a query tool called Business Objects XI (AKA BOXI). The ability to run queries and reports on historical information on court data provides business intelligence and insight into patterns, trends, issues and gaps in that data that can be used for research analysis, improvement of business functions, risk assessment and other business needs. Reports from the enterprise data warehouse can be run on demand or scheduled on a preset basis and the output can be sent to the desktop, or sent to an email address or a file folder making the information easy to share and obtain.

Development Unit: The development team is tasked with staffing active projects. They complete requirements analysis, coding, unit testing, and implementation to production of new applications. Work performed by the Development Unit is reported separately under the project(s) to which the staff is currently assigned.

Database Unit: The database unit provides a support role to the data warehouse team, the development team, and the operations section (legacy maintenance). They are responsible for reviewing and approving the design of underlying table structures, creating indices to improve performance, maintaining data dictionaries, providing review of proposed changes and additions to the database tables, and creating standards for the creation and maintenance of the databases.

Data Management Team: The data management team is comprised of individuals from each of the three units in the Data Management section. They have the responsibility of managing data from an enterprise perspective, including data quality and tracking compliance to data policies. Their activities are reported separately rather than repeating the work for each specific unit.

NOTES

The Data and Development team's work is being reported via the project status reports.

Operational Area: Operations

Mike Keeling, Operations Manager

Through January 31, 2012

Includes: All application units; Web team, Java team, Legacy team, Juvenile & Corrections System team

Description: AOC ISD Operation's teams support new projects and the ongoing maintenance of legacy systems including the Judicial Information System (JIS) application, the Judicial Receipting System (JRS), Superior Court Information System (SCOMIS), Juvenile and Corrections System (JCS), Appellate Court System (ACORDS), JIS Calendaring (CAPS), e-Ticketing and web services.

Activities Completed	Impact/Value
<ul style="list-style-type: none"> ✓ Legacy – Programming changes to support ESHB 2777. 	Saves the court time by more efficiently tracking DV Pled and Proved cases.
<ul style="list-style-type: none"> ✓ Legacy – Complete changes to accept a larger phone extension from WSBA and prepare to process a comprehensive file at the beginning of the year. 	Provides more accurate attorney contact information to courts.
<ul style="list-style-type: none"> ✓ Legacy – Completed sizings for numerous proposed legislative bills. 	Provides the legislature with timely information to be included in fiscal notes which help them make decisions.
<ul style="list-style-type: none"> ✓ Legacy – Responded to 160 Right Now Incidents 	Each RN Incident represents a request from a customer for research, database changes, or programming changes.
<ul style="list-style-type: none"> ✓ Legacy – Changed an error message on CFHS 	The error message now accurately describes an internal logic problem error to better inform the client.
<ul style="list-style-type: none"> ✓ Legacy – Made technical changes to CFHS 	Saves programmer time on diagnosing and fixing future problems or changes.
<ul style="list-style-type: none"> ✓ Web - JIS Invoice Credits; RN 110304-000015 - Review Requirements. Began testing with Fiscal – expecting some revisions. 	Will allow debit and credit processing in JIS-Link billing.
<ul style="list-style-type: none"> ✓ Web - Header design for WA Courts ✓ Initiate review with stakeholders ✓ Develop stored procedure to capture search terms for enhanced search process 	Provides an updated look and feel for the WA Courts site, without impacting overall site structure or page content. Initial steps to improve search functionality on WA Courts site.
<ul style="list-style-type: none"> ✓ Web - Washington State Aggression Replacement Training (WSART) Application. ✓ Database structure has been created and supporting queries have been built. 	The purpose of the WSART application will be to improve the integrity of externally collected data that will be used by the courts and JSD Research group.
<ul style="list-style-type: none"> ✓ Web - Course Evaluations ✓ Both the evaluation submission and results reporting sites have been built. Clients are now providing feedback which includes some reporting modifications. 	Web based evaluations are easier and more convenient for the students, and the resulting electronic data can be easily compiled by JIS Educators.
<ul style="list-style-type: none"> ✓ Java – JABS ✓ Completed JABS release 5.0 to be deployed to production Feb 6. Release includes partial implementation of ITG 96 'Allow JABS Access to SCOMIS sentencing and JIS plea and sentencing information', performance improvements, fix for bug CQ 15536, 17858, 17916. 	Improve ease of access to critical data, enhance user experience.

<ul style="list-style-type: none"> ✓ Java – Superior Court Data Exchange ✓ Received delivery of first 10 web services from Sierra Systems and deployed to Test. 	<p>The SCDX project will eliminate redundant manual data entry, improve information sharing among courts, allow courts to streamline processes that are people, paper and time intensive, and improve data quality.</p>
Planned Activities	Business Value
<ul style="list-style-type: none"> ○ Web - JIS Invoice Credits; RN 110304-000015 - Review Requirements. ○ Finish testing and implement changes in the Maintenance site as well as the Public site 	<p>Will allow debit and credit processing in JIS-Link billing.</p>
<ul style="list-style-type: none"> ○ Web - ITG – 94 ○ Start analyzing phase 1 CEU changes for current reporting year and phase 2 for converting it to the new CEU reporting module for 2013-2015 reporting cycle. 	<p>In order for the CEU process to be in conformity with the current CPG regulations, the process needs to be changed. Alternate ways to track credits would need to be created resulting in additional time, increased errors, and inability to generate reports.</p>
<ul style="list-style-type: none"> ○ Web - RightNow ticket - 120115-000000 ○ Work with Beth on consolidating all the Guardian related application into 1 portal page. 	<p>Court Access Programs needs to make it easier for clients to access information on the Certified Professional Guardian Program site, the Office of Public Guardianship site, and the Lay Guardian Training site. A new portal will alleviate confusion and provide a user-friendly approach to accessing the needed materials.</p>
<ul style="list-style-type: none"> ○ Web - Usability Plan for WA Courts site ○ Publish usability survey on site ○ Define tasks, roadmap, plan ○ Plan usability testing for site 	<p>Define plan and strategy for redesign of WA Courts web site, to improve the site's overall usability, making it more effective and efficient for end users.</p>
<ul style="list-style-type: none"> ○ Web - ARA ○ Develop charting web service ○ Support html and css development 	<p>Provides the courts with an adult static risk assessment tool, to help determine estimated recidivism rates, and risk level of defendants.</p>
<ul style="list-style-type: none"> ○ Web - RightNow ticket - 120115-000000 ○ Guardian Portal ○ Compile Review Card Sorting results ○ Begin rework of site design based on user input, and card sorting results 	<p>Provide greater organization and a unifying design for the three Guardian sites currently on WA courts: (1) Certified Professional Guardian Program, (2) Office of Public Guardianship; and (3) Lay Guardian Training.</p>
<ul style="list-style-type: none"> ○ Web - DOL Electronic Firearms Transfer - Phase 2. ○ DOL has sent revisions to their web service. These changes need to be made to the various extracts and testing of their new service will begin. 	<p>In order to comply with RCW 9.41.047 the AOC is currently providing commitment information to DOL in PDF format and courts are individually sending DOL paper copies of conviction information based on information obtained from Inside Courts. This project will eliminate the need for the courts to send paper copies.</p>
<ul style="list-style-type: none"> ○ Web - Washington State Aggression Replacement Training (WSART) Application. ○ Work will continue on this task. 	<p>The purpose of the WSART application will be to improve the integrity of externally collected data that will be used by the courts and JSD Research group.</p>
<ul style="list-style-type: none"> ○ Web - Course Evaluations ○ It is expected this task will be completed in February. 	<p>Web based evaluations are easier and more convenient for the students, and the resulting electronic data can be easily compiled by JIS Educators.</p>
<ul style="list-style-type: none"> ○ Web - ITG 55 Analysis ○ Sentencing & Judgment data 	<p>Determine and report on the existence, accessibility and value of Sentencing & Judgment data across state organizations.</p>
<ul style="list-style-type: none"> ○ Web - ITG 122 Analysis ○ Event Manager 	<p>Analysis on the needs of the staff using the Event Management application and make recommendations as to options to address.</p>

<ul style="list-style-type: none"> ○ Web - ITG 126 ○ SharePoint 	<p>Analysis on the SharePoint 2010 migration and redesign initiative.</p>
<ul style="list-style-type: none"> ○ Web - Web Security 	<p>Adding CFQueryParam to queries where the WHERE, SET, UPDATE values are set by parameter. This will prevent SQL injections. Rewriting any queries found not in CFC such that they are.</p>
<ul style="list-style-type: none"> ○ Web - Web Strategy & Coordination 	<p>Roadmap, performance metrics, standards, version control, etc</p>
<ul style="list-style-type: none"> ○ Java – JABS ○ Begin work on JABS release 5.1 to implement Adult Risk Assessment. 	<p>Provide court access to a tool to assess offenders' potential risks and needs, enhancing evidence-based efforts to rehabilitate offenders, reduce recidivism and increase public safety.</p>
<ul style="list-style-type: none"> ○ Java – Acords ○ Release Acords v72.7 to production with 4 bug fixes. 	<p>Adjustments to allow Acords to continue to function as technical environment and business needs change.</p>

Operational Area: Project Management Office & Quality Assurance

Mike Davis, (PMO/ QA Manager)

Through February 29, 2012

Includes: Project Management Office, Software Quality Assurance

Description: Project Management & Quality Assurance is comprised of the Project Management Office (PMO) and the Software Quality Assurance (SQA).

Project Management Office: The PMO provides oversight on ISD projects. Oversight includes reviewing and approving feasibility of projects, creating and maintaining project plans (schedule, issues, and risks), and managing projects from inception to implementation. Through the use of a standard project management methodology, the PMO adds critical value that improves the probability of project success. Work performed by the PMO is reported separately under the project(s) to which the staff is currently assigned.

Software Quality Assurance: SQA consists of a means of monitoring the software engineering processes and methods used to ensure quality. This encompasses the entire software development process and product integration. SQA is organized into goals, commitments, abilities, activities, measurements, and verification.

The Testing Group is part of Quality Assurance and is responsible for ensuring a testing process is followed on all development efforts, including projects, defect correction, and application enhancements. All testing, test cases, and test scenarios created, test results, and defect work is documented, tracked, monitored, and prioritized. Tester involvement is critical for upholding quality control standards throughout all phases of testing.

Activities Completed	Impact/Value
<u>Project Work without Monthly Project Reports</u>	
<ul style="list-style-type: none"> ✓ The PMO Process Project team surveyed the project managers to identify areas of needed improvement. Analysis of results and prioritization of focus are the next steps. 	<p>This project will streamline processes and focus on institutionalizing process with staff. Although there has been significant Transformation work accomplished, the PMO must now turn its attention to process clarification, changing behaviors and conforming to processes.</p>
<u>Quality Control</u>	
<ul style="list-style-type: none"> ◦ Completed Sector testing for modifications made to the system by the Washington State Patrol. 	<p>Ensures a successful upgrade of the products made by Washington State Patrol.</p>
<ul style="list-style-type: none"> ◦ BOXI Accounting reports for EDW project. 	<p>Ensure BOXI reports are correct for customer use</p>
<ul style="list-style-type: none"> ◦ FPSU Screen modifications testing for Adult Static Risk Assessment (ASRA) project. 	<p>Ensure all affected applications are tested prior to release</p>
<ul style="list-style-type: none"> ◦ DEV Pled and Proved legislation project testing 	<p>Ensure all affected applications are tested prior to release</p>
<ul style="list-style-type: none"> ◦ Writing Natural to Cobol Conversion test cases 	<p>Ensure all affected applications are tested prior to release</p>
<ul style="list-style-type: none"> ◦ Completed ETP and VRV ticket testing for the SQL BizTalk upgrade 	<p>Ensure a successful upgrade of the products to our customers</p>
<ul style="list-style-type: none"> ◦ Finalized ASRA test plan 	<p>Defines the scope of testing for the ASRA project</p>
<ul style="list-style-type: none"> ◦ Developed test cases and plan for Superior Court Data Exchange (SCDX) project. 	<p>Ensure all affected applications are tested prior to release</p>



1206 QUINCE STREET SE
P.O. BOX 41170
OLYMPIA, WA 98504-1170

Contact Information

Vonnie Diseth, Information Services Division (ISD) Director
Administrative Office of the Courts (AOC)

PO Box 41170
Olympia, WA 98504-1170
(360) 705-5236
vonnie.diseth@courts.wa.gov

Bill Cogswell, ISD Associate Director
Administrative Office of the Courts

PO Box 41170
Olympia, WA 98504-1170
(360) 704-4066
bill.cogswell@courts.wa.gov